

FINAL

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

Budget Worksheets: A review of revised budget worksheets took place in conjunction with the following.

- **Insurance Budget Increase:** E. N. Small explained factors that relate to the increase in premium for property/liability insurance to include claims and new vehicles. He also stated that a deadline was missed for a program that would have held the rate increase to a specific percentage through a certain term of the policy. Following discussion, the Board requested that E. N. Small mark his calendar for May or June, 2012 to prepare a request for pricing for property/liability insurance.
- **Employee Benefit increase:** E. N. Small reported that increases in workers comp, short term disability, long term disability and life insurance are included in the 2012 budget.
- **Money Warrant Articles:** The Board discussed and voted on each proposed warrant article as follows:

Replace Four Wheel Drive: C. P. Graham inquired as to instances relating to a need for a four-wheel drive vehicle. R. Dirsa provided examples of times where this type of vehicle is needed and other uses. He noted that a medium priority was set for this request and reminded the Board that the Department had a vehicle similar to this one prior to this donation in 1998. The replacement of this vehicle has been brought to the attention of the Capital Improvement Plan Committee and Planning Board which recommended to the Selectmen. R. Dirsa stated that he would not recommend not having a four wheel drive vehicle. Following discussion, the Board agreed to a request for \$15,000 capital reserve fund in this regard in order to save money for a future purchase.

Extend Mezzanine in Fire Bays: The Board received an explanation of the plans for additional storage space at the Public Safety Building from the Chiefs. J. M. Lord showed a picture of the areas to be renovated and explained that items such as cots, linens, extra gear and other items not used on a daily basis would be placed in this new storage area. Discussion also took place with regard to the condition of the existing stairwells. It was suggested and agreed to amend the request for a one-time expense to a two-part expense by warrant article creating a capital reserve fund in the amount of \$8,500 for 2012.

Community Home Solutions, Inc.: The Board did not add this agency's request to the listing of warrant articles. E. N. Small was asked to call the agency to let them know that it would not be added to the 2012 warrant and to inform that future request must include information relating to the number of Hampton Falls persons benefiting from services.

Voting to move proposed warrant articles to the ballot resulted as follows:

MOTION: To move the following warrant articles to the 2012 ballot.

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MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Upgrading former Selectmen's Office to new office space (electrical, lighting, telephone, networking)	1,500
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Heritage Commission	1,300
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Tercentenary Celebration Capital Reserve Fund	1,000
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Town Hall Building Capital Reserve Fund	20,000
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Old Library Improvement Capital Reserve Fund	5,000
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Police Vehicle Capital Reserve Fund	19,000
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Replace Four Wheel Drive Capital Reserve Fund	15,000
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Replace 20 pagers for the Fire/Ambulance Departments - final phase	9,000
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Fire Truck Capital Reserve Fund	25,000
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Extend Mezzanine In Fire Bays Capital Reserve Fund	8,500
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Highway Maintenance Capital Reserve Fund	55,000
MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Mosquito Control Program	27,000
MOTION: C. P. GRAHAM SECOND: M. KASPRZAK UNANIMOUS	Purchase Library Materials (\$20,000 offsetting revenue)	0

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MOTION: M. KASPRZAK SECOND: C. P. GRAHAM UNANIMOUS	Library Improvement Capital Reserve Fund	6,000
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- Anticipated Tax Rate Impact
- Default Budget: E. N. Small provided the Board with a copy of the RSA relating to default budgets. The Board reviewed those amounts added/deleted from the default budget, and the reasons why, as prepared by E. N. Small. Discussion resulted in the following:

Police: Confirmation of the per gallon rate for gasoline is needed. This amount was amended to reduce the rate to \$3.13 per gallon, reducing the budget amount to \$15,500 and the default amount to \$1,875

Highway: C. P. Graham questioned if the Road Agent services should be included in the default as there is no obligated sum set forth in a contract that the Town is to pay. A review of payments made to the Road Agent took place. C. P. Graham stated he did not agree with the \$10,000 added to the default and that he would like to see it removed, or compromise to half. R. P. McDermott stated he would like to leave it as presented.

Bond Principal and Interest: E. N. Small will revise the sheet to show \$30,000 reduction in the bond principal budget and default.

- Other Budget Matters

E. N. Small will print an updated budget worksheet page showing which Selectman is to introduce each budget category at the hearing and deliberative session. E. N. Small will try to include page numbers in the summary spreadsheet at the request of R. P. McDermott.

R. P. McDermott reported that the Police Department budget will have an amount to return to the General Fund and that there is a need to update wiring and networking at the Public Safety Building. He suggested using 2011 surplus funds to cover this expense. R. Dirsa was called to the meeting.

R. Dirsa provided the Board with an explanation of a plan to update wiring in connection with updating the computer network of the Police Department. An estimate of \$4324 has been received from Two-Way Communications. R. Dirsa stated that the recommendation of Two-Way includes rewiring the hard-wired network system and install a router, switches, firewalls. He noted that the majority of the cost is labor. C. P. Graham inquired as to the need to rewire when the system is already wired. R. Dirsa explained an upgrade from megabit and gigabit standards. He noted that the wires in place are approximately 15 years old. He added that this work will allow placement of a server in a secured area. C. P. Graham questioned the need for gigabit service when most data is text or database information, not video or streaming information, and the wiring is not in disrepair.

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R. Dirsa stated that the recommendation is for a networked server and that running proper wiring is part of the recommendation; a new standard rather than a fix. He noted that the idea is for the system to work together, not upgrade it, and provided an example of an issue.

R. P. McDermott restated that the remaining funds at year end could address this request. C. P. Graham expressed concern with going beyond what town meeting members authorized as this was not planned with the 2011 budget. R. P. McDermott and M. Kasprzak approved of the proposal; C. P. Graham was opposed. R. Dirsa and J. M. Lord are to get figures to the Board for review.

MOTION: To spend up to \$4,500 for upgrade in wiring for this computer system.

MOTION: M. KASPRZAK
SECOND: R. P. MCDERMOTT
2 IN FAVOR, 1 OPPOSED, PASSES

Other Business:

- A request to sell Christmas trees: A Selectmen's Permit request, including comments from Department Heads, was approved and signed for sale of Christmas trees at 64 Lafayette Road.
- Letter to Coach Lane residents needing driveway culvert replacements: Two letters have been prepared for signature; one for 33 Coach and another for 35 Coach Lane. Discussion took place with regard to the manner in which these repairs will be conducted. R. P. McDermott stated that once approval is received from the property owner that the work would be done by the Road Agent. Concern was expressed with work being done by the Town's agent in a non-Town related situation; in this case, the culvert is the responsibility of the property owner and not the Town of Hampton Falls.

Concern was also expressed with the fact that the Road Agent issues driveway permits and if he is to do the work, there will be a conflict in the approval of the work. It was noted that the property owners should contract with a contractor other than a town related contractor. C. P. Graham stated it would be appropriate to contact the Road Agent to tell him he cannot do work if he is to inspect on behalf of the Town. R. P. McDermott stated he would call him after the meeting.

Following discussion of the area in question, the letters were revised to remove indication of "right of way" and then signed by the Board for mailing.

- Dump Stickers: Information relating to a proposal for purchase of new dump stickers was reviewed by the Board. The new stickers allow for a space to write in an expiration date. The Board approved the purchase of 1,000 stickers.

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- Selectmen's / Assessor's Office: Discussion took place with regard to R. P. McDermott's suggestion that the front office being cleaned and cleared for use of the Assessor and other office files also be used as a Selectmen's office. R. P. McDermott stated that the area could be used for meetings with staff or others. C. P. Graham stated that the Town of Hampton Falls has an executive in the Town Hall, being the Town Administrator, and that Hampton Falls has moved away from having a Selectmen's Office and preferred not to go back to that manner. E. N. Small stated that it is planned to have employees working in that space and that there is not much room for a meeting place.
- Credit Cards – Town Clerk's Office: More information with regard to continuing the acceptance of credit cards in the Town Clerk's office will be forthcoming once the Town Clerk and Treasurer meet to review report and reconcile.
- Other business:
- K. C. Kelley inquired as to electrical outlets for the meeting room floor. R. P. McDermott provided an explanation of the placement of speakers for the sound system and the outlets needed. K. C. Kelley stated he was looking to eliminate the need for extension cords. The Board asked K. C. Kelley to submit a proposal for consideration.

Credit Cards for the Police Department: R. P. McDermott asked if there is any problem with the Police Department having a credit card for purchases. E. N. Small suggested that if the Board is to approve doing so that a Credit Card Policy be adopted. He explained a situation where the use of credit cards on behalf of the Town was abused in the past. The Board decided not to obtain credit cards and continue with the current manner of purchasing and requesting reimbursement.

Treasurer: The Board discussed the additional time spent by the Treasurer with regard to reconciling electronic deposit transactions from the Town Clerk's office. The Board requested that the Treasurer be asked to submit a timesheet of the time over and above her regular time for consideration, approval and payment.

Brown Road Culverts: R. P. McDermott stated that Todd Wagner has been away and that he will attempt to contact him. It was noted that the Road Agent dug ditches in this area to assist with the problem of water on the road.

Selectmen's Policies Review: E. N. Small will schedule this review for the third week in February.

Employee Bonuses: R. P. McDermott inquired as to the status of employee bonuses. C. P. Graham stated he understood that R. P. McDermott indefinitely postponed the hearing. It was suggested that this matter be presented to the voters by way of a warrant article.

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MOTION: To include a warrant article for employee bonuses for a sum not to exceed \$20,000 which will include wages and benefits.

MOTION: C. P. GRAHAM
SECOND: M. KASPRZAK
UNANIMOUS

MOTION: To adjourn the meeting at 12:48 p.m.

MOTION: C. P. GRAHAM
SECOND: M. KASPRZAK
UNANIMOUS